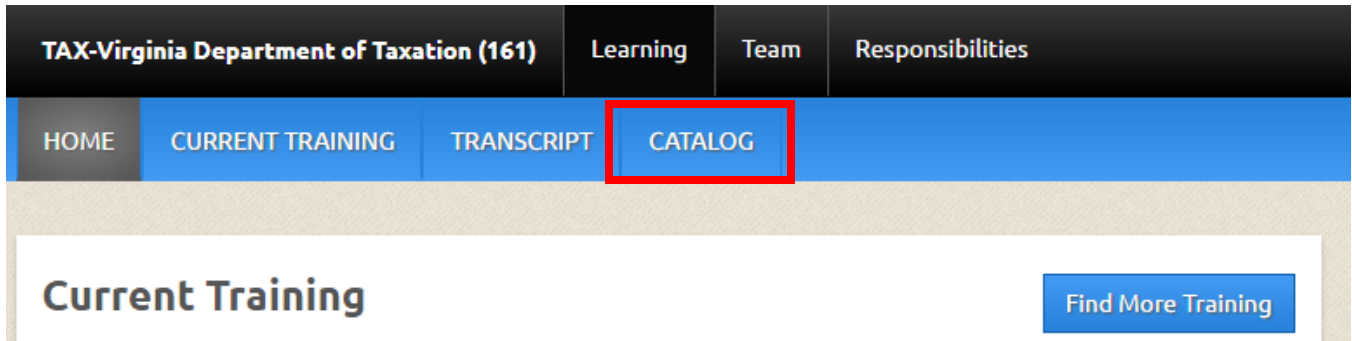


Access a Curriculum in the VLC

Within the Virginia Learning Center (previously called LMS or KC) is a training catalog, which allows you to quickly locate a specific curriculum. To locate a curriculum:

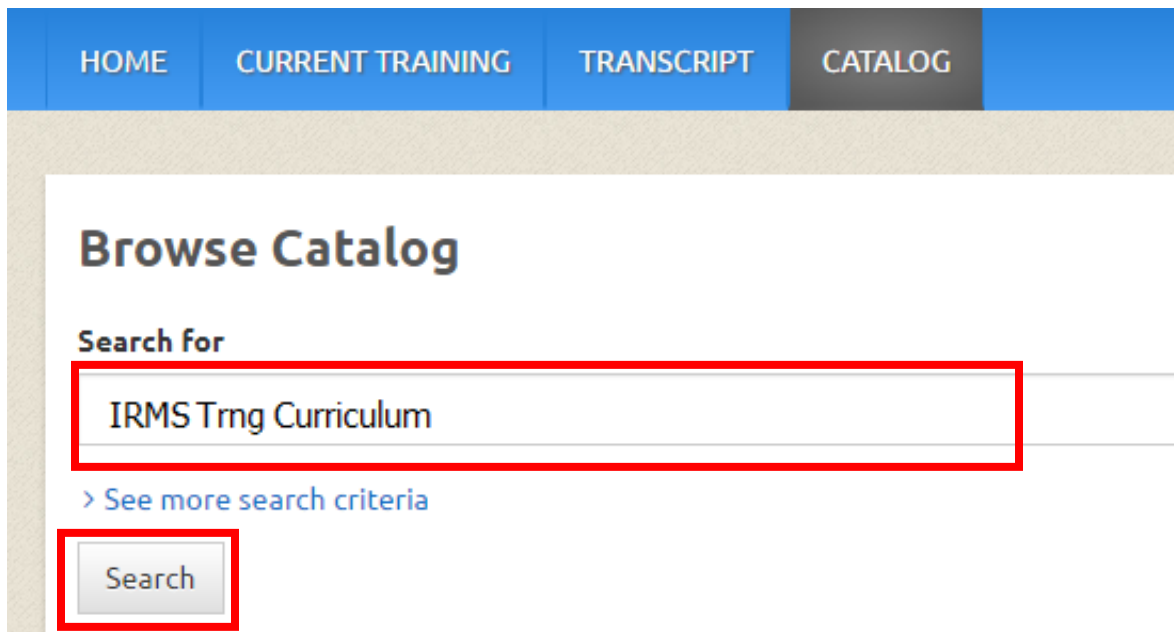
Step 1. Open the TAX VLC Login Page (<https://covlc.virginia.gov>) and login.

Step 2. From your home screen click on **Training Catalog** on the blue menu bar.



Step 3. In the “Search for” box type *IRMS TRNG* and click **Search**.

NOTE: If your search results do not return an IRMS Training curriculum as indicated in the next step below, please email the TAX VLC Administrator at VLCAdmin@tax.virginia.gov for assistance.



Step 1. Click the link for the curriculum that applies to your role. For example:

If you only need to exchange files and/or secure messages with TAX and do not need access to the rest of IRMS, select **TAX – IRMS – External Entity Secure Messaging Center Access Only**.

If you work in a local Commissioner of the Revenue office where tax returns are processed, select **TAX – IRMS – Commissioner of the Revenue – Local File**.

If you work in a local Commissioner of the Revenue office where tax returns are sent directly to TAX, select **TAX – IRMS – Commissioner of the Revenue – Direct File**.


If you work in a local Treasurer's office and are involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer's Office with Set-Off Program Participation**.

If you work in a local Treasurer's office and are not involved in the Debt Set-Off process, select **TAX – IRMS – Treasurer's Office**.

If you work for a local agency and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Set-off Agency**.

If you work for a local court and wish to participate in the Debt Set-Off process, select **TAX – IRMS – Local Court Set-off Agency**.

Search Results

 You searched for 'IRMS Trng Curriculum'

Click the link of the curriculum title shown in the **Search Results** that applies to your role.

 Print

13 Items

« < Page 1 of 2 > »


[TAX - IRMS - Outside Collection Agency](#)

Courses for the IRMS - Outside Collection Agency Curriculum are listed below in the Prescribed Order

Content Type: **Curriculum**  **Checked in**

[TAX - IRMS - Director of Finance](#)

The Course Curriculum lists your required lessons and specifies the order in which they are to be ta

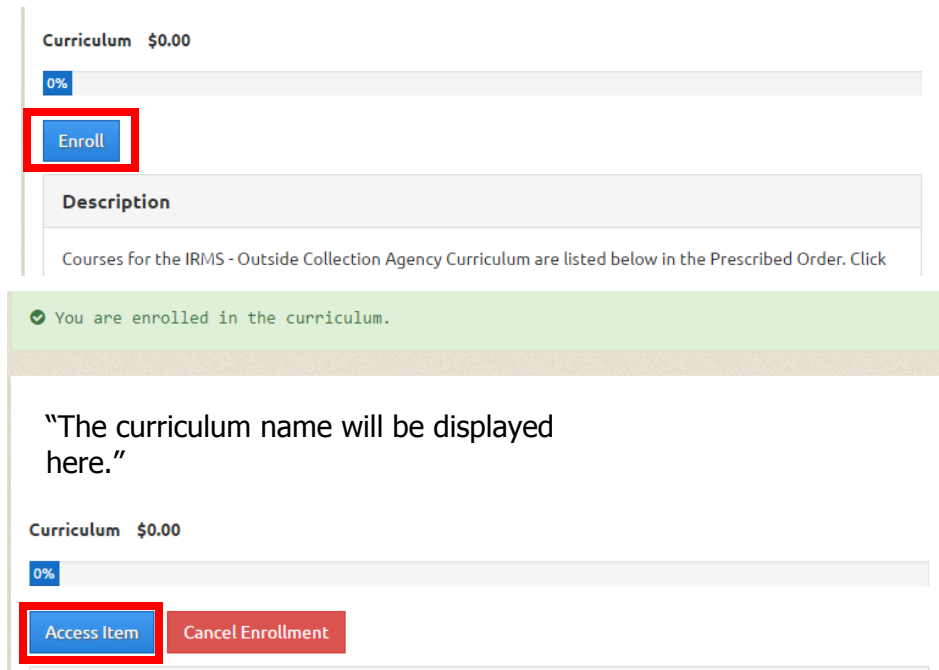
Content Type: **Curriculum**  **Checked in**

[TAX - IRMS - Set-Off Agency](#)

The Course Curriculum lists your required lessons and specifies the order in which they are to be ta

Content Type: **Curriculum**  **Checked in**

Step 2. Click the blue **Enroll** button and then click the blue **Access Item** button to have your first course activated.



Curriculum \$0.00

0%

Enroll

Description

Courses for the IRMS - Outside Collection Agency Curriculum are listed below in the Prescribed Order. Click

✓ You are enrolled in the curriculum.

"The curriculum name will be displayed here."

Curriculum \$0.00

0%

Access Item Cancel Enrollment

Step 3. Click on the blue course title to begin the first course. When a course is completed the next course on the list will be activated.

Curriculum Blocks			
Ordered			
0%			
The training activities below are required for completion of the curriculum and must be completed in listed order.			
Title	Credits	Status	Equivalent Content Completed
TAX - (08201BPE) View & Research Business Customer Information	None	Not Enrolled	
TAX - (15200) View and Research Collections Information	None	Not Enrolled	
TAX - (03101) Introduction to AR for TAX Representatives	None	Not Enrolled	

If you need assistance, please email the TAX VLC Administrator at vlcadmin@tax.virginia.gov.